

Forensic Specialties Accreditation Board
Minutes of the Annual Meeting of the Board of Directors
Marriott Wardman Park Hotel, Washington, D.C.
February 17, 2013
9:00 AM – 5:00 PM

Call to order – Derek Hammond 9:07AM

Present:

Derek Hammond, President
Madeleine Hinkes, Vice President
Tom Bohan, Treasurer
David Senn, Secretary
Yale Caplan, Past President
Dan Bergman
Ann Bunch
Robert Garrett
Bruce Goldberger
Kristine Olsson
Anjali Ranadive
Lyla Thompson
Emily Will

Excused: Mary Fran Ernst

1. President's Report – Derek Hammond
 - a. Thanked ARCs for year's work
 - b. Reported congratulatory letters and certificates sent to:
 - Reaccreditation (ABFT and BFDE)
 - Accreditation (IACIS)
 - c. Reported NAFC withdrawal
 - d. Reported sending AAFS Reports (mid-year; end of year)
 - e. Discussed White House Subcommittee on Forensic Science meeting and Accreditation under ISO/IEC
 - f. Reported on EC meeting in Colorado Springs (Nov. 2012)
 1. Organized and reorganized FSAB records housed at AAFS
 2. Reviewed annual reports
 - g. Appointed Complaint Review Committees
 - h. Appointment of Public Directors
 1. Anjali Ranadive (3rd term beginning Feb 2013)
 2. Hon. Stephanie Domitrovich (1st term beginning Feb 2013) - Erie, PA

2. Secretary's Report - David Senn

- a. Meeting Minutes approved
 1. FSAB BOD teleconference (Jan 20, 2012)
 2. FSAB BOD meeting (Feb. 19, 2012)
 3. FSAB EC meeting (Nov. 11-12, 2012)
- b. Certificate of Accreditation sent to IACIS
- c. Certificate of Reaccreditation sent to ABC, ABFDE, and IBFES (ABC did not have or could not find their previous Reaccreditation Certificate)
- d. Notifications sent to ABC and ABFA (Re-accreditation Applications due in 2013)
- e. Roster update
- f. Confidentiality Agreement - send to AAFS staff and FSAB affiliates
- g. Conflict of Interest form send - to AAFS staff and FSAB affiliates

3. Treasurer's Report - Tom Bohan

- a. Year-end cash 61,503.91
- b. Income 23,949.00
- c. Expenses 13,482.14
- d. Net Income 11,794.87
- e. Maintenance Fee Policy for Newly Accredited Boards:
EC recommends "softening the blow" in the first year of accreditation by reducing the first year's annual maintenance fee by one half.

4. Committee Reports - ARC and CRC reports were delivered in Executive Session.

- a. ARC recommends recertification of a board
- b. Complaint Review Committee – Madeleine Hinkes
 1. A complaint related to the handling of a disabilities issue by a board was resolved by working with the board and complainant and no further action is required.
 2. The CRC recommends that the complaint be dismissed
- c. Complaint Review Committee - Madeleine Hinkes
 1. A complaint related to appeals procedures of a board was discussed and Bohan proposed that action be delayed until the CRC has had an opportunity to fully evaluate the situation and prepare a recommendation to the FSAB Board.
- d. Quality Assurance Committee – Hammond
 1. Annual Reports reviewed by EC; electronic copies posted on the private side of the website; hardcopies on file in the Admin office
 2. Followed up with several boards (low # of recertifications questioned in several instances)
 3. Annual Report form changes in progress
 4. Policies & Procedures Manual changes in progress
 5. Issues concerning the new Annual Fee structure
 6. Treasurer Bohan reports that per EC vote newly accredited boards shall

- pay 1/2 of maintenance fee for first year they are accredited.
- 7. FSAB Calendar in progress
- e. Nominating Committee – Yale Caplan
 - Recommendations:
 - NC nominates Derek Hammond for 3 yr. term
 - NC nominates Hammond, Hinkes, Bohan, & Senn for one-year terms as President, Vice President, Treasurer, Secretary, respectively.
- f. Ad hoc Study Guide Committee – Emily Will
 - 1. Definition of study guide proposed.
 - 2. Ann Bunch and Stephanie Domitrovich appointed by President Hammond to the committee to assist in completing study guide document.
 - 3. Committee will provide document to EC before May 2013
- g. Website – Derek Hammond
 - 1. Annual Reports added
 - 2. Change in design (feedback or suggestions for improvement sought)
 - 3. Yale Caplan recommended that FSAB review the quality and content of the website.
 - 4. President Hammond charged Bruce Goldberger with this task as a one-person Ad Hoc Website Review Committee

5. Unfinished Business

- a. Insurance – Tom Bohan - Errors and Omissions Insurance with a \$5000 deductible seems to be the correct policy for FSAB. The premium is currently \$3400/year
Risk to FSAB? Possible
Risk to Directors? Extremely small
Bohan recommends purchase
Action: Defer purchase of E&O Insurance until after a review by the EC and FSAB's corporate attorney
- b. Action on ARC for recertification of the ABFO – Emily Will, Chair
ARC recommends approval. The FSAB Board approved.
- c. Action on CRC recommendations - Hinkes. The actions recommended during Executive Session were approved.
- d. Action on Ad hoc Study Guide Committee - Actions recommended (appointment of Bunch and Domitrovich to committee and May 2013 reporting deadline) were approved.
- e. Revision of Application for Accreditation/Re-accreditation (Rev. 11/20/2012) – Tom Bohan, Dan Bergman, and Emily Will - A revised form was presented and approved.
- f. Review of Applications for Certification – Derek Hammond discussed the concept of reviewing the last two applications for certification and recertification for each accredited board as a quality control measure. Discussion followed: Would this violate confidentiality and our own policies? Proposal Tabled
- g. Outreach to non-accredited certification boards - Derek Hammond discussed reaching out to boards for possible FSAB accreditation.

6. New Business

- a. A guest, Andrew Sulner, MSFS, JD (BFDE), addressed the meeting with three concerns:
 1. Testing Protocols (proctors)
 2. Recognition by other groups
 3. Bias (or lack thereof) toward accredited organizationsNo action was taken.
- b. Resolution/ Proposal for a new Standard, Emily Will
 1. Respect between FSAB accredited boards
 2. After discussion the proposal was tabled
- c. Discussion of issues discovered during CRC reviews – Madeleine Hinkes
 1. American Disability Act etc. - No action was taken.
- d. Appointment of ARCs - President Hammond appointed ARCs for two reaccreditation applications and one initial accreditation application for the year.

7. Director terms expiring in 2014

T. Bohan (EC)
Y. Caplan (EC)
M. Hinkes (EC)
D. Senn (EC)
MF Ernst
E. Will
R. Garrett
D. Bergman
A. Bunch
B. Goldberger
K. Olsson
L. Thompson

8. Appointment of Affiliates for 2013-2014 - Derek Hammond

Graham Jones
Susan Johns
Dennis Mooney
Jack Kalin

9. Appointment of Minutes review committee – Derek Hammond

David Senn-Chair
Yale Caplan
Emily Will

10. Reimbursement schedule for this meeting

2 hotel nights

Per diem

1@75

1@53

Send online form to Tom Bohan

11. Election of Director

Director-Derek Hammond

Motion to elect by acclimation

Motion passes

one abstention-Hammond

12. Election of Officers

President-Derek Hammond

Vice President-Madeleine Hinkes

Treasurer-Tom Bohan

Secretary-David Senn

Motion to elect by acclimation

Motion Passed

13. Meeting room/catering documents discussed

14. Reaccreditation Issue - Hammond

1. Currently 7 boards from one organization are scheduled to reaccredit in 2015
2. Applications currently scheduled to be received May 2014
3. This arrangement is considered untenable and should be changed
4. Each of the 7 component boards should apply as a single board
5. President Hammond proposes to divide the boards into two groups for purposes of facilitating reaccreditation to reduce impact on FSAB ARCs. Each component board will become and remain independent boards for FSAB accreditation purposes.
6. This motion was made, discussed and carried.

15. Emily Will asked about releasing FSAB meeting agendas to the public

Discussion followed

FSAB meeting agendas are not public information

Meeting adjourned at 5:30PM

David R. Senn

Secretary, FSAB